

Free Basic Computer Classes



Apply **HERE**

(Space is Limited! Applying
does not guarantee a spot)

Haga Clic **Aquí**

(¡el espacio es limitado! La
Inscripción no garantiza un lugar)



Online Classes		Schedule
Introduction to Basic Microsoft Excel (Online) Learn the fundamentals of Excel (worksheets, data entry, keyboard navigation and more)	A	Tuesdays, 5:00 pm - 7:00 pm April 25 - June 13
	B	Saturdays, 8:00 am - 10:00 am May 6 - June 24
Introduction to Basic Microsoft Word and Internet - IN PERSON File management and beginner functions in Microsoft Word. Learn how to work with documents, internet searches, and email.	C	Wednesdays, 6:00 pm - 8:00 pm May 10 - June 28 IN PERSON*
Introduction to Google Docs & Internet (Online) Learn how to use Google Docs, Sheets & Drive. Create, edit, format word documents, and spreadsheets. Learn how to use Google drive, share files with others, create shopping lists, income and expense statements using simple formulas.	D	Mondays, 5:00 pm - 7:00 pm May 8 - June 26
Introducción a MS Word, Correo Electrónico, Archivos y Carpetas (en línea) Este curso ayudará a desarrollar habilidades para usar MS Word. Aprenderá a preparar una carta o un currículo, así como a administrar archivos y a usar el correo electrónico.	E	Viernes, 5:30 pm - 7:30 pm May 5 - June 23
	F	Sábados, 11:00 am - 1:00 pm May 6 - June 24

***Our Wednesday in-person class will be at the Gilchrist Center in Wheaton:
11002 Veirs Mill Rd, Suite 506 (Westfield South Building), Wheaton, MD 20902**

- Must know how to operate a computer at basic level.
- Must have a computer and internet.
- Registration is on a First Come, First Serve Basis!
- Montgomery County Residents only.
- Online classes are taught using the Zoom platform.
- Must be 18 years and older.

Call the Gilchrist immigrant Resource Center at 240-777-4940.

For Help Finding:

- Food Assistance
- Health Care and Covid-19 testing and vaccination
- Information on housing and eviction concerns
- Organizations that can answer questions about immigration
- Free or low-cost legal assistance, job training, and more

We provide classes for:

- English
- Basic Computer
- English Conversation
- Citizenship Preparation

We can help you in your language.

